



Form No.: VSI/Personnel/ Job Advt./Admin./2022-23/01.04.2023

<b>Job Title*</b>	<b>Walk-in-interview for the Post of Office Attendant (02 Posts) at Administration Dept. on 06.04.2023 at 11:00 am</b>
<b>Company Name</b>	VASANTDADA SUGAR INSTITUTE PUNE
<b>Company Profile</b>	VSI established in 1975 by the sugarcane growers of the co-operative sugar factories, is the only organization of its kind in the World. The institute performs under one umbrella all scientific, technical and educational functions relevant to the Sugar Industry - The institute endeavor to improve and increase the productivity in the Sugar Industry through three main channels namely - Academics, Research and Extension. VSI symbolizes a unique partnership between Sugar Industry, the Scientific Community and the Cane Growers.
<b>Name of the Post*</b>	<b>Office Attendant (02 Posts)</b>
<b>Name of Department*</b>	<b>Administration</b>
<b>Remuneration*</b>	<b>Consolidated Rs.15000 to Rs.17,000/- pm (This Post is Purely on Contractual basis for a period of 11 Months )</b>
<b>Job Profile*</b>	<ul style="list-style-type: none"><li>• To take charge of the movement of Official Papers\desk within &amp; outside the institute.</li><li>• To Clean Tables\Racks\Chairs etc.</li><li>• To help keeping files\Office record in neat &amp; tidy condition</li><li>• To render assistance for all kinds of Dispatch work.</li><li>• To lock &amp; Open Office etc.</li><li>• To perform such other duties as may be assigned to him\her from time to time by superiors</li></ul>
<b>Qualification*</b>	10'th Class Pass.
<b>Age Limit</b>	<b>Not more than 30 years</b>
<b>Experience*</b>	Minimum 2 Years Experience in Reputed Institute \ Organization \ Company
<b>Ref. No.*</b>	dated 13/03/2023, 20/03/2023 & 01.04.2023
<b>Location*</b>	<b>Generally by default is 'Pune' and 'Anywhere in India'</b>
<b>Terms &amp; Conditions*</b>	<ul style="list-style-type: none"><li>• <b>This post is purely on temporary contractual basis for a period of 11 Month.</b></li><li>• No TA or DA will be given to the candidates for appearing interview.</li><li>• Candidates should bring original mark sheets/certificates, testimonials and experience certificates along with certified copies at the time of interview.</li><li>• Decision of the Selection Committee of the Institute will be final.</li><li>• Institute reserves the rights to fill or cancel any post or all posts without assigning any reasons thereof.</li><li>• For location of VSI, see <a href="#">Location/ map</a>.</li></ul>
<b>Contact Information</b>	<b>Mr. Tukaram Patil Administrative Manager Vasantdada Sugar Institute Manjari (Bk.), Tal. Haveli, Dist.Pune 412 307. Phone: 020-26902100/ext. No.121/122 Fax : 020-26902244</b>
<b>Website</b>	<a href="http://www.vsisugar.com">www.vsisugar.com</a>

Director General